



Seattle Fire Department

Fire Marshal's Office - Special Events Section

220 3rd Avenue South
Seattle, WA 98104-2608

Phone: 206-386-1450

TO: Public Assembly Area Participant

FROM: Fire Marshal's Office - Special Events

SUBJECT: General Requirements for Flame Proofing and Combustible Storage

Dear Participant:

The following items are required by the Seattle Fire Marshal's Office for booths at trade shows or otherwise used for display within the City of Seattle limits.

FLAME PROOFING

All decorations, drapes, signs, banners, plastic displays, hay split bamboo, items such as carpeting, astro turf used in the vertical position, combustibles, etc. within 18 inches of ignition sources, such as lights fixtures, heaters, electrical outlets, electrical connections and flame-producing devices must be flame retardant. *Curtains, drapes, hangings and other decorative materials suspended from walls or ceilings must be flame resistant.* Items that require treatment with a flame-retardant product may be subject to a flame test prior to show hours.

To facilitate verification that an item described above is flame retardant; the following options may be used:

1. A copy of the Certificate of Flame Resistance may be left in the booth when the vendor does not occupy it. (Note: **Certificates of Flame Resistance are valid for one (1) year** after which time they must be renewed.)
2. A tag or label on the item indicating it meets either the National Fire Protection Association (NFPA) and/or The State of California standard for flame proofing.
3. The container of product used to treat flammable items in the booth and a receipt indicating the purchase date of the product or a date printed on the product's labeling may be left in plain sight by the vendor when the booth is unoccupied. The container must be accompanied by information that identifies the type of product used.
4. A receipt indicating flammable items in the booth have been treated may be left in plain sight by the vendor when the booth is unoccupied. (Note: As with flame certificates, the **receipt is valid for one (1) year**. Those with receipts indicating treatment was applied over one (1) year prior to the event must accompany a container of the product used to treat it and a receipt indicating the purchase date of the product or a date printed on the product's labeling.)
5. A signed & dated business card or a Seattle Fire Department (SFD) Flame Test Record issued to the vendor after a successful flame test by a representative of the Seattle Fire Marshal's Office may be left in plain sight by the vendor when the booth is unoccupied. The business card or SFD test record must state what fabric/product was tested or have a sample of the fabric/product that was tested affixed to it.

Note: Items treated with homemade flame retardant solutions (e.g. boric acid solutions) shall be subject to a test regardless of documentation except a signed & dated business card of a representative of the Seattle Fire Marshal's Office or SFD Flame Test record.

Painted back-drops/signage utilizing oil based or water based paints if provided with backing materials such backing material must be flame retardant, **within 18 inches of ignition sources.**

Materials used for outdoor ground coverings, such as beauty bark, shredded tires must be flame retardant, **within 18 inches of ignition sources.**

The use of oilcloth, tarpaper, sisal paper, nylon, Orlon and certain other synthetic materials that cannot be made flame resistant is strictly prohibited.

Items which are not rendered flame retardant via treatment or those which are not accompanied by a valid Certificate of Flame Resistance must be treated with a flame retardant product or they shall be removed, if the item(s) is unable to be removed from the show floor prior to the showing opening, the show doors may be held and/or the vendor/exhibitor's booth maybe closed!

COMBUSTIBLE STORAGE

Combustible storage –repacking material, etc. is prohibited throughout the public assembly area. This includes areas in and behind individual booth spaces. NOTE: Small amounts of brochures and other literature for distribution may be stored under tables fronting the booth space when approved by a representative of the Fire Marshal's Office.